

Subject: Re: D/O will be expired on 02/28/2016

From: Emelia Tso

Date: 02/26/2016 09:44 AM

To: Brenda Aldape

CC: Jim Omahen <jim@mediadistrict.org>, Lisa Schechter <lisa@mediadistrict.org>, Rick Scott <rick.scott@lacity.org>

<http://track4la.lacity.org>

Hi Brenda,

Please go in the above link to enter your insurance. Your insurance will be valid to us only when you enter in our system. Thanks.

Emelia

On Fri, Feb 26, 2016 at 9:32 AM, Brenda Aldape <Brenda_Aldape@ajg.com> wrote:

Hi Emelia,

Their D&O Policy renewed effective 2/28/16 to 2/28/17. Do you need a Certificate of Insurance? Let me know.

Thank you!

Brenda Aldape, CIC, CISR

Client Service Manager

505 N. Brand Blvd, Suite 600 Glendale, CA 91203

:P: [818.539.8602](tel:818.539.8602) | :F: [818.539.8702](tel:818.539.8702)

:E: Brenda_Aldape@ajg.com | :W: www.chapmanins.com



Arthur J. Gallagher & Co. Insurance Brokers of California, Inc.

CA License #0726293

Insurance coverage cannot and will not be placed or changed without written confirmation from a licensed Account Representative. Communications concerning this matter, including this email and any attachments, are provided for purposes of insurance/risk management consulting. Opinions and advice provided by Arthur J. Gallagher & Co. is not intended to be, and should not be construed to be, legal advice. Please direct any request for legal advice to your attorney.

From: Jim Omahen [mailto:jim@mediadistrict.org]

Sent: Friday, February 26, 2016 9:19 AM

To: Brenda Aldape

Cc: Lisa Schechter; Emelia Tso; Rick Scott

Subject: FW: D/O will be expired on 02/28/2016

Brenda, I'm forwarding to you a message/alert/warning from the City Clerks Office. Please respond to all ASAP and advise. Thanks.

Emelia and Rick, Brenda Aldape is with Arthur J. Gallagher & Co. (our Insurance Broker) and she is our client services

rep.

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Jim Omahen, Operations Manager
Hollywood Media District BID
1040 N. Las Palmas Ave.
Hollywood, CA 90038
Ph [323.860.0088](tel:323.860.0088)
Fax [323.860.0089](tel:323.860.0089)

MediaDistrict.org

From: Emelia Tso <emelia.tso@lacity.org>
Date: Friday, February 26, 2016 at 7:49 AM
To: Lisa Schechter <lisa@mediadistrict.org>, Jim Omahen <jim@mediadistrict.org>
Cc: Rick Scott <rick.scott@lacity.org>
Subject: re: D/O will be expired on 02/28/2016

Hi Lisa,

The above insurance is going to be expired. Please update the insurance immediately. Otherwise, your invoice payment might be delayed.

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Thanks.

Emelia Tso

Neighborhood and Business Improvement District Division
Office of City Clerk
[213-978-1110](tel:213-978-1110)

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Thanks.

Emelia Tso
Neighborhood and Business Improvement District Division
Office of City Clerk
213-978-1110